



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

*If you have request, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 650.1
C877S Cox, Danny and John Hoover
Seize the Day: 7 Steps to Achieving the Extraordinary in an Ordinary World. Career Press, 1994. *Just don't get too carried away and hold it for ransom.*
- 160
F618H Flew, Antony
How to Think Straight: An Introduction to Critical Reasoning. Prometheus Books, 1998. *If only I had gone with non-kinking logic.*
- 371.30281
F947IM Fry, Ron
Improve Your Memory. Career Press, 1996. *I have a hard enough time trying to remember how to spell mnemonics.*
- 153.35
H148D Hahn, Don
Dancing Corn Dogs in the Night: Reawakening Your Creative Spirit. Hyperion, 1998. *You know - I've just had an idea for a funny routine for a stand up burrito.*
- 650.14
K89G Krannich, Ron and Caryl Krannich
Get a Raise in 7 Days. Impact Publications, 1999. *I'd be interested to see if this works while I'm on vacation.*
- 158.1
O13P O'Brien, Michael J. and Larry Shook
Profit from Experience: A Handbook for Learning, Growth, and Change. Berkley, 1995. *Your goal should be to achieve wisdom before crows feet.*
- 158.1
P231P Parinello, Anthony
The Power of Will: Key Strategies to Unlock Your Inner Strengths and Enjoy Success in All Aspects of Life. Chandler House Pr., 1998. *Just as long as inner strength doesn't require a washboard stomach.*
- 650.1
W424W Weinstein, Matt and Luke Barber
Work Like Your Dog: Fifty Ways to Work Less, Play More, and Earn More. Villard Bks., 1999. *If I worked like my dog, I would lay around all day on the bed and take my coffee breaks by the toilet bowl.*

COMMUNICATION

- 153.6
E47D Ellison, Sharon
Don't Be So Defensive! Taking the War Out of Our Words with Powerful Non-Defensive Communication. Andrews McMeel Pub., 1998. *And I had the perfect verbal assault plan - it didn't even require Apache helicopters.*

- 808.06665
K96H Kupsh, Joyce
How to Create High Impact Business Reports. NTC Pub. Gr., 1997. *Can be a bit of a nuisance though, when they land and leave those nasty desk top craters.*
- 428.2
S399G Schwartz, Jane
Grammar Power. Kaplan Books, 1997. *You'll now have the wherewithal to overcome any grammatical obstacle - except for maybe those intransitive verbs. They are really hard to budge.*

MANAGEMENT

- 658.4092
D199L Danzig, Robert J.
The Leader Within You: Master 9 Powers to Be the Leader You Always Wanted to Be. Lifetime Bks. Inc., 1998. *Don't worry - the methods they are advising for bringing to the surface the leadership qualities inside of you are all non-invasive.*
- 658.403
F267R Faust, Gerald W. and Richard I. Lyles and Will Phillips
Responsible Managers Get Results: How the Best Find Solutions - Not Excuses. AMACOM, 1998. *Unless of course, there are extenuating circumstances.*
- 658.402
H958S Huppe, Frank F.
Successful Delegation: How to Grow Your People, Build Your Team, Free Up Your Time and Increase Profits and Productivity. Career Pr., 1994. *Cause even if you could do this and that - there's always the other thing.*
- 658.31124
K114M Kador, John
The Manager's Book of Questions: 751 Great Interview Questions for Hiring the Best Person. McGraw-Hill, 1997. *Sounds like it could be a pretty long interview though.*
- 658.4
M847I Morgan, Gareth
Imaginization: New Mindsets for Seeing, Organizing, and Managing. Sage Pub., 1997. *I hear with the '99 models - creative modes of understanding, managerial reimaging, and continuous self-organization are all standard.*
- 650.1
O58L O'Neil, John
Leadership Aikido: 6 Business Practices to Turn Around Your Life. Harmony Bks., 1997. *You will probably need though the key to the executive washroom /dojo.*

SPECIFIC EMPLOYEE SKILLS

- 796.069
B993O Byl, John
Organizing Successful Tournaments: Your Complete Guide for Team and Individual Sports Competition. Human Kinetics, 1999. *Now you can finally do that extended, multilevel, double elimination, round robin.*

WORK ENVIRONMENT

- 650.13
A969TD Axelrod, Alan and Jim Holtje
201 Ways to Deal with Difficult People. McGraw-Hill, 1997. *Bullys and manipulators and passive aggressives - Oh My!*
- 650.14
H685I Hochheiser, Robert M.
It's a Job Not a Jail: How to Break Your Shackles when You Can't Afford to Quit. Fireside, 1998. *It's not as easy as you might think, since psychological shackles are extremely resistant - even to most hacksaw blades.*